



Human Resources Newsletter

November 2001 News

What's New, What's Hot:

Now available on the HR intranet Web site are **FAQ's about PPM's**. Click on "Policies and Procedures" in the menu column and select "PPM Frequently Asked Questions" in the drop-down box. Please call (225) 379-1219 if you have any questions.

Revisions to the Hours of Work policy (PPM #10) require employees to revert to eight-hour days during weeks with holidays.

"Benefits" – For information regarding military leave & its impact on employment, contact appropriate field HR Office or Paula Berwick, HQ HR, at (225) 379-1229.

PPR Anniversary Dates for 2002 are now available on CS Web site. (www.dscs.state.la.us)

Special Events:

November 7 – Civil Service will be hosting a State Agency Career Day at the Agriculture and Forestry Building, 5825 Florida Boulevard. Contact Janice Drake (225) 379-1222 for details.

November 7 – Civil Service Commission hearing

November 12 – Veteran's Day Holiday

November 13 – The University of New Orleans will be hosting an Engineer Career Day. Contact Janice Drake (225) 379-1222 for details.

November 21 – SCHR meeting at 8:00 a.m.

November 22 – Happy Thanksgiving!

November 23 – Acadiana Day (must be declared by Governor)



Training:

The New Employee Orientation for HQ Baton Rouge will be on November 13 starting at 8:30 a.m. Sessions will now include required safety training for new hires, so it will last until 4:30 p.m.

Compensation Unit:

Clerical Review: The Compensation Unit has concluded its review of district Clerk 4 positions. Incumbents have been reallocated to Clerk Chief 2 under the Master Job Descriptions.